

FAO home



Jobs at FAO



Welcome. You are not signed in.

[My Account Options](#) |[Sign In](#)[Job Search](#)[My Jobpage](#)[Basic Search](#) |[Advanced Search](#) |[Return to the home page](#)[Printable Format](#)

Job Description

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT: 2002712

## NPO (Programme/National Project Manager)

Job Posting: 24/Nov/2020

Closure Date: 16/Dec/2020, 3:29:00 AM

Organizational Unit: FAAG

Job Type: Staff position

Type of Requisition: NPO (National Professional Officer)

Grade Level: N-2

Primary Location: Afghanistan-Kabul

Duration: Fixed-term: one year with possibility if extension

Post Number: 2008204

CCOG Code: 1A02

Important Notice - Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

- **FAO is committed to achieving workforce diversity in terms of gender and nationality**
- **People with disabilities are protected from any type of discrimination during any stage of employment, including the recruitment phase**
- **All applications will be treated with the strictest confidentiality**
- **The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization**

### Organizational Setting

The main aim of the FAO Country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

### Reporting Lines

The NPO (Programme/National Project Manager) reports to the FAO Representative, under the technical guidance of the Chief Technical Advisor (CTA) in Afghanistan and of the Lead Technical Officer. S/he works in close collaboration with the Ministry of Agriculture, irrigation and Livestock (MAIL) counterpart authorities/staff, other FAO personnel.

### Technical Focus

Programme/Project development, coordination and operational assistance in the area of natural resources management (NRM) in particular GEF and GFC funded projects based on the knowledge of the local conditions, culture, language and institutions of the country of assignment.

### Key Results

Effective and efficient coordination and provision of the technical and operational support of the programme and project activities of the FAO Representation.

### Key Functions

- Liaises and assists government authorities and local, national and international institutions in the areas of FAO's activities in the country and with other UN agencies. He/she may represent FAO at inter-agency meetings as required;
- Promotes the image of FAO through advocacy of the Organization's mandate, programmes, national priorities and activities including development and maintenance of communication tools such as website, press releases and publications, and support the implementation of FAO's regulatory framework (Codex Alimentarius, Code of Conduct for Responsible Fisheries, Safe Use of Pesticides, etc.) in the country;
- Coordinates the collection, consolidation and maintenance of country data on food, crops, livestock, forestry and fisheries, natural resources management and climate change (CC) including information on external aid in FAO's corporate systems and monitor changes in national policies affecting the agricultural sector;
- Participates in producing technical, economic and policy studies as required and developing country level development frameworks such as the Country Programming Framework (CPF) and the United Nations Development Assistance Frameworks (UNDAF) as assigned;
- Participates in the identification, formulation and preparation of programme and project proposals and monitor and review the status of programme/project implementation to ensure that all operational activities are carried out in line with the work plan and the project document; identify inconsistencies and delays and, when necessary, propose corrective measures to overcome operational constraints;
- Briefs, trains and supervises junior staff; ensures adherence to procedures and work requirements as well as accuracy and diligence of the work provided;
- Performs other duties as required.

### Specific Functions

- Ensures that the administrative, technical and financial processes are carried out in conformity with FAO-GEF regulations, policies and procedures including the coordination of contract and procurement processes;
- Initiates the project activities in the selected districts. Provides support to the Provincial/District project Teams to implement and facilitate the project field activities for the vulnerable and food insecure households in the project districts;
- Liaises with relevant departments in MAIL/NRM, other ministries, projects and organizations to coordinate on the NRM related household food security issues and to mobilize the needed support for implementing the identified improved livelihood strategies in the project districts;
- Prepares report documents, including semi-annual and annual Project Implementation Reports and the terminal report, detailed results-based Annual Work Plan and Budget (AWP/B) in collaboration with PTF members and National Project Director and submit it to the Project Steering Committee (PSC) for review;
- Advises MAIL/NRM in managing information relating to Community-based sustainable rangeland and forest management, building upon information available through other projects;
- Provides technical support and advice to the NRM/MAIL responsible for coordinating Community-based sustainable rangeland and forest management issues;
- Supervises the work of international consultants, in particular recruited for support on relevant sustainable rangeland and forest management strategies, overall administrative management of the project (human resources, finance, logistics), in line with project work plans and budgets as per FAO rules and regulations;
- Supervises the analysis and documentation of lessons learnt regarding successful sustainable land and forest management interventions and ensure they are appropriately completed;
- Ensures the stakeholder engagement and coordinates with FAOR in the preparation of an annual project work plan in consultation with the MAIL and other stakeholders,

- Supervises and coordinates the project tasks to ensure that their results are in accordance with the agreed Project Results Framework and the FAO-GEF guidelines and procedures;
- Advises CTA on the project implementation and projects execution modalities, through regular monitoring as agreed in the AWP/B, and provides remedial actions such as adjusting activities as necessary, speeding up implementation in case of delays, drafting budget revisions and organizing monitoring missions;
- Manages and monitors the project risks initially identified and submits new risks to the PSC for consideration and decision on possible actions;
- Carries out any other tasks within the scope of this ToR and GEF and GCF project.

---

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- National of the country of assignment;
- Advanced University degree in Natural Resources Management, Rural Development, Conservation Agriculture, Rangeland/Forest Management, Ecology, or other Environmental Sciences, or any other field related to the work of the Organization;
- Minimum seven years of relevant experience in land/forest/natural resources management, forestry, land use planning, agricultural development and/or project implementation in an area of FAO's activities in the country or Advanced;
- Working knowledge (Level C) English;
- Working knowledge of the local language (if not English, French, Spanish, Arabic, Russian or Chinese).

### Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Extent and relevance of experience in programme/project development and management;
- Demonstrated understanding of the purpose and functions of the technical programme, operational guidelines and project/programme management procedures, preferably those adopted by the United Nations or FAO;
- Extent and relevance of experience in the field of policy analysis relating to food and nutrition security, agriculture and rural development;
- Extent and relevance of experience in the collection of country data on food, crops, livestock, forestry and fisheries;
- Extent and relevance of experience in the identification, formulation and preparation of programme and project proposals as well as programme/project implementation, monitoring and review.

Please note that all candidates should adhere to FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.

---

## GENERAL INFORMATION

- Staff members in this category are recruited locally and paid according to a local salary scale. Salary scales are reviewed periodically on the basis of comprehensive surveys of the best prevailing conditions of employment in the locality.

- FAO reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

---

## CONDITIONS OF SERVICE

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <https://icsc.un.org/Resources/SAD/Booklets/sabeng.pdf>

FAO encourages a positive workplace culture to increase inclusivity and diversity within its workforce. FAO applies measures in which all staff members contribute equally and in full to the work and development of the Organization. This includes:

- elements of family-friendly policies
- flexible working arrangements
- standards of conduct

---

## HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills;
- Candidates are requested to attach a letter of motivation to the online profile;
- Once your profile is completed, please apply and submit your application;
- Your application will be screened based on the information provided on your online profile;
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list;
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications;
- Incomplete applications will not be considered;
- Only applications received through the FAO recruitment portal will be considered;
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [Careers@fao.org](mailto:Careers@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**

